

# Creating a Workplace that Supports Diversity

## Secretary's Statement on Diversity and Equal Employment Opportunity

In order to represent the United States to the world, the Department of State must have a workforce that reflects the rich composition of its citizenry. The skills, knowledge, perspectives, ideas, and experiences of all of its employees contribute to the vitality and success of the global mission. Our commitment to inclusion must be evident in the face we present to the world and in the decision-making processes that represent our diplomatic goals. The keys to leading a diverse workforce successfully are commitment and persistence. Delivering strong and effective action requires every employee's commitment to equal employment opportunity principles. To that end, I pledge that at the Department of State we will

- Propagate fairness, equity, and inclusion in the work environment both domestically and abroad.
- Eradicate harassment, intolerance, and discrimination wherever it may be found.
- Ensure the Department refrains from engaging in unlawful discrimination in any phase of the employment process, including recruitment, hiring, evaluation, promotion, and training.
- Eliminate illegal retaliation against employees for participating in protected EEO activity.
- Provide reasonable accommodation for qualified employees and applicants with disabilities.
- Resolve workplace conflicts, confrontations, and complaints in a prompt, impartial, constructive and timely manner.
- Employ a workforce that, through its word and deed, values diversity.
- In this way, and with strong leadership, the global community we serve will understand our country's commitment to each individual's basic rights and sustain the United States' preeminent position as leader of the free world.

**John F. Kerry**  
**Secretary of State**

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“The U.S. Department of State wants its workforce to reflect the diversity of the country we represent to the world”

—John M. Robinson, Director, Office of Civil Rights

The U.S. Department of State is in the **Conflict Resolution Business** constantly working with other Government leaders to establish meaningful relationships and maintain open lines of communication in an attempt to find **creative and sustainable solutions** to conflict

# Creating a Workplace that Supports Diversity

## Diversity Governance Council (DGC)

The DCG's mission to apply a **diversity lens** to the development and implementation of Department management policies and initiatives and to address systemic inter-bureau disability-related issues.



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## Diversity Governance Council

Chaired by the Under Secretary for Management. The Director of the Office of Civil Rights/Chief Diversity Office serves as the Vice Chair

### **The Council consists of the following members:**

Legal Advisor

Chief Information Management Officer

Assistant Secretary for Consular Affairs

Director General

Executive Secretary

The Director of the Foreign Service Institute

Assistant Secretary for Administration

Chief Financial Officer

Assistant Secretary for Diplomatic Security

Director for Overseas Building Operations

Director of Medical Services

Special Advisor for International Disability Rights

Leadership Liaisons and other senior leaders, as appointed by the Chair

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- Serve as a forum to address quality of work-life issues and systemic diversity concerns in the workplace
- Ensure that diversity related statutes and laws are enforced and implemented
- Address diversity-related workplace problems and institute workable solutions or policy changes, if required
- Make decisions regarding disability-related matters that do not reside in any particular bureau and have policy and/or budget implications
- Ensure compliance with Presidential Executive Order 13548 to increase federal employment of individuals with disabilities
- Be a visible resource of support to the senior leadership in the Department
- Serve as Leadership Liaisons for one of the Department's Employee Affinity Groups, if needed
- Provide advice and counsel to the Secretary on workforce diversity issues
- Serve as a conduit for identifying and bringing into the Department best practice initiatives for workforce diversity
- Certify and de-certify Employee Affinity Groups (EAGs)

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## Employee Affinity Groups

Employee Affinity Groups serve as a link between diverse employee constituencies and the Department's senior management, Office of Civil Rights staff, and Human Resources staff. These groups **promote internal networking, career development and community service, and are helpful in retention, recruitment, morale, skill development, and training initiatives**

Department of State Employee Affinity Groups are matched with a Senior Executive serving as a **"Leadership Liaison."**

Leadership Liaisons provide advice and ideas about effective leadership within the context of Department culture. They **offer ideas, broker solutions, and serve in a mentor capacity to the Employee Affinity Group leadership.** In addition, the Leadership Liaisons **share information** about the Employee Affinity Group and diversity-related initiatives at Diversity Governance Council meetings and with other leaders throughout the Department

### **Asian American Foreign Affairs Association (AAFAA)**

The Asian American Foreign Affairs Association (AAFAA) consists of Foreign Service and Civil Service employees at the Department of State. The association seeks to represent, promote and highlight the interests of East, Southeast, South Asian and Pacific Islander employees.

### **Carl T. Rowan Chapter of Blacks in Government (CTRBIG)**

The Carl T. Rowan Chapter of Blacks in Government (CTRBIG) is one of 200+ chapters nationwide of the Blacks in Government national organization (BIG).

CTRBIG strives to advocate for Black Department employees, facilitate alliances, and address issues of discrimination. The Chapter sponsors a number of events for both members and non-members including training, community service, and outreach.

### **Council for Career Entry Professionals (CEP Council)**

The Council for Career Entry Professionals is a professional organization in the Department that supports the Career Entry Program and its members. The Council aims to improve CEP visibility, promote networking between current and former CEPs, and to encourage career development for its members. The Council also has a strong emphasis on leadership development and diversity awareness



### **Disability Action Group (DAG)**

The Disability Action Group (DAG) strives to promote the full and equal participation of people with disabilities Department-wide, improve disability awareness, and provide a platform for discussing issues of accommodation. DAG advocates for the rights of people with disabilities by providing a forum for information exchange and exploring goals for enhancing life for individuals with disabilities.

### **Executive Women at State (EW@S)**

Executive Women at State (EW@S) is an organization that brings Department employees to promote, support, and mentor women for senior leadership positions in the Department.

### **Gays and Lesbians in Foreign Affairs Agencies (GLIFAA)**

Gays and Lesbians in Foreign Affairs Agencies (GLIFAA) is the officially-recognized organization representing the concerns of lesbian, gay, bisexual and transgender (LGBT) personnel and their families in the U.S. Department of State, U.S. Agency for International Development, Foreign Commercial Service, Foreign Agricultural Service, and other foreign affairs agencies and offices in the U.S. Government.

### **Hispanic Employees Council of Foreign Affair Agencies (HECFAA)**

The mission of the Hispanic Employee Council of Foreign Affairs Agencies (HECFAA) is to enhance awareness of the contributions of Hispanic employees to U.S. foreign affairs agencies; to assist in the recruitment, retention and promotion of Hispanics; and to develop the leadership abilities of Hispanics at U.S. foreign affairs agencies.

### **Presidential Management Fellowship Advisory Council (PMFAC)**

The Presidential Management Fellowship Advisory Council (PMFAC) supports the PMF program within the Department and U.S. Agency for International Development and seeks to promote the professional development of its members. PMFAC facilitates communication among PMF and PMF/PMI alumni and informs HR and other Department leadership on issues of concern to the PMFAC membership.

### **South Asian-American Employee Association (SAAEA)**

The South Asian-American Employee Association (SAAEA) seeks to educate members about Department employment opportunities, self-improvement, and well-being. SAAEA also provides community outreach by educating citizens about the South-Asian culture and promoting diversity in the workplace.

### **Thursday Luncheon Group (TLG)**

The Thursday Luncheon Group (TLG) was founded in 1973 to increase the participation of African Americans and other minorities in the formulation, articulation, and implementation of United States foreign policy. Public programs offer members the opportunity to interact with leaders in the foreign affairs community and prepare them for service in a rapidly changing world.

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## Special Emphasis Programs

Special Emphasis Programs were established to assist agencies in assuring that **equal opportunity is met in all aspects of employment** and that **affirmative action is being taken to address under-representation**. The goals for the programs are to **eliminate discriminatory practices**, insure the targeted group is **appropriately represented** throughout the workforce, and sponsor special activities designed to enhance diversity awareness.

Authority for Special Emphasis Programs is grounded in **Title VII of the Civil Rights Act of 1964** and other statutory authority (e.g., 5 U.S.C. 7201, Anti-discriminatory policy; minority recruitment program), Presidential Executive Orders, and the Code of Federal Regulations (e.g., 5 C.F.R Part 720, Affirmative Employment Programs, 720.204, Agency Programs).

Special Emphasis Programs currently at the Department:

**Federal Women's Program**

**Hispanic Employment Program**

**People with Disabilities Employment Program**



# Creating a Workplace that Supports Diversity

- Diversity Matters
- Diversity and EEO Dashboard
- EEO Counselor Program
- Mediation: Giving Peace a Chance
- Leadership Liaisons
- Managing Up for Diversity and Success
- Moving in the Fight for LGBT Equality
- Myers Briggs Type Indicator has Workplace Relevance
- An Ounce of EEO Prevention